



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

PLANNING BOARD SECRETARY

Class No. 002752

■ CLASSIFICATION PURPOSE

To provide confidential secretarial services to planning boards within the Department of Planning and Land Use; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Positions in this class are allocated only to the Department of Planning and Land Use. Under general supervision, the Planning Board Secretary reports to a Principal Clerk and performs the full range of secretarial services for planning boards such as Planning and Zoning Appeals, Planning Environmental Review Board, and the Zoning Administrator.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

1. Attends board hearings and meetings.
2. Takes and prepares minutes, and tapes proceedings.
3. Prepares and types correspondence, agendas, legal notices, and action notices for distribution.
4. Reviews applications, ordinances, resolutions, agreements, appeals, and correspondence to be processed or docketed.
5. Duplicates tapes, and sends copies to requesting parties.
6. Makes arrangements for meetings or hearings.
7. Prepares and mails form letters to applicants.
8. Establishes filing systems and maintains files, records, and reports.
9. Answers inquiries by interpreting departmental or board policies.
10. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Reporting procedures of legislative and administrative boards.
- A wide variety of typing layouts and formats.
- Filing systems, including alphabetic, numeric, chronological, and subject.
- County operations, policies and procedures.
- Record keeping and clerical monitoring procedures.
- Business English including, spelling, punctuation, grammar, and word usage.
- Operation and use of office equipment including personal computers, tape recorders, copiers, and calculators.
- County customer service objectives and strategies.

Skills and Abilities to:

- Take, summarize, and prepare minutes of various legislative and administrative boards.
- Type and compose minutes, correspondence, memos, and agendas with speed and accuracy.
- Proofread and review work for accuracy, and completeness.

- Maintain confidentiality of sensitive information.
- Read, understand, follow, and interpret board and departmental policy and procedures.
- Review a variety of documents to be processed.
- Establish and maintain filing and record keeping systems.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.
- Communicate effectively orally and in writing.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: three (3) years of experience performing a wide range of confidential secretarial duties. Experience must have included taking, summarizing, and preparing minutes for a board or committee of a legislative or administrative body.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers, copiers, and tape recording equipment. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

An original unaltered typing certificate (no photocopies) for at least 60 net words per minute with a maximum of 5 errors must be attached to the application. The typing test must be for at least five minutes with 2 gross words penalty for each error, and the certificate must be no more than 2 years old. The certificate must state the gross words per minute attained and the number or errors.

Working Conditions

Office environment; exposure to computer screens. Incumbents may be required to work occasional evening hours.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

New: June 14, 1991

Revised: June 11, 2004

Revised: March 31, 2006